**Project Outline for the GB Small-scale Project Fund**

The Project Outline should present the project’s key information **briefly, clearly** and **as precisely as possible,** within a maximum of five pages.

Please send the completed Project Outline to [buergerenergie@giz.de](mailto:buergerenergie@giz.de).

## Project Profile

### Project

|  |  |
| --- | --- |
| Title | Project Title |
| Country | (please select a country) |
| Budget | Planned Project Budget |
| Timeline | Planned Project Timeline |

### Applicant

|  |  |  |  |
| --- | --- | --- | --- |
| Surname | Applicant | First Name | Applicant |
| Organisation | Organisation of Applicant | Legal status[[1]](#footnote-1) | e.g. for-profit / social enterprise / cooperative / non-profit |
| Address | e.g. P.O. Box, Street, District, Country | | |
| E-mail | For further communication | Phone No. | Including county code |
| Website | Please type here | | |

### Co-applicant (if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Surname | Co-applicant | First Name | Co-applicant |
| Organisation | Organisation of Co-applicant | | |
| Address | e.g. P.O. Box, Street, District, Country | | |
| E-mail | For further communication | Phone No. | Including county code |
| Website | Please type here | | |

## Summary (maximum half a page)

Please briefly answer the following: Why should this project be implemented? What shall be achieved? How shall the project be carried out?

## Background (maximum one page)

### What are the needs your project addresses?

Please explain the challenges to be adressed and their current status

### Who are your project’s local beneficiaries?

Please name the individuals and / or groups benefitting from the project

## Description (maximum one page)

### What shall be achieved? What are your project’s main objectives?

Please describe the project’s goals and milestones

### How does your project support access to energy for citizens or citizen-based groups?

Please describe the project's links (if any) to individual citizens or citizen-based groups

### How shall your project be implemented?

Please indicate how you plan to implement and (if applicable) indicate construction measures[[2]](#footnote-2) or procurement of materials

### Expected project duration

11/2018

11/2018

## Organisation (maximum one page)

### How are you organised? How are you linked to the target area?

Please describe the legal status of the applicant (e.g. organisation), existing links to local networks, project’s organisational charts and other

### What is your experience with decentralised renewable energy?

Please indicate your experiences achieved so far, implemented projects, knowledge level in different technologies etc.

### What kind of accountancy system is currently used?

Please indicate what type of accountancy system you use (no system, paper-based system, digital system)

## Sustainability (maximum half a page)

### What makes your project sustainable? How do you ensure long-term use of your intervention?

Please indicate expected long-term use beyond the project duration

### To what extent will your project be financially and economically sustainable?

Please indicate the economic and financial viability of the solution proposed

## Finance (maximum half a page)

### Overall Budget

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Amount** | **Price per Unit in EUR** | **Total Price in EUR** |
| Local Experts (position, duration) | | | |
| Please indicate the budget items | Type here | Type here | Amount \*Price |
| Please indicate the budget items | Type here | Type here | Amount \*Price |
| Please indicate the budget items | Type here | Type here | Amount \*Price |
| International experts (position, duration) | | | |
| Please indicate the budget items | Type here | Type here | Amount \*Price |
| Please indicate the budget items | Type here | Type here | Amount \*Price |
| Please indicate the budget items | Type here | Type here | Amount \*Price |
| Transportation / Travel Costs | | | |
| Please indicate the budget items | Type here | Type here | Amount \*Price |
| Please indicate the budget items | Type here | Type here | Amount \*Price |
| Please indicate the budget items | Type here | Type here | Amount \*Price |
| Supplies (Material, Equipment) | | | |
| Please indicate the budget items | Type here | Type here | Amount \*Price. |
| Please indicate the budget items | Type here | Type here | Amount \*Price |
| Please indicate the budget items | Type here | Type here | Amount \*Price |
| Please indicate the budget items | Type here | Type here | Amount \*Price |
| Training costs | | | |
| Please indicate the budget items | Type here | Type here | Amount \*Price |
| Please indicate the budget items | Type here | Type here | Amount \*Price |
| Please indicate the budget items | Type here | Type here | Amount \*Price |
| Other costs | | | |
| Please indicate the budget items | Type here | Type here | Amount \*Price |
| Please indicate the budget items | Type here | Type here | Amount \*Price |
| Please indicate the budget items | Type here | Type here | Amount \*Price |
| Supporting cost / Administration costs (in %) | | | |
| Please indicate the percentage | Amount | | |
| Total budget (up to – against evidence) | Sum of all items | | |
| Subsidy amount (max. 80% of total budget) | Amount of funding | | |

## Open Issues

What remains to be clarified and/or confirmed in a possible full project proposal?

## Annex 1 ‘Construction’

Construction and infrastructure measures funded from the German federal budget are subject to technical and budgetary supervision by the German public sector building authorities. By special agreement, this function has been transferred to GIZ for those construction projects that are implemented or financed by GIZ outside Germany. The Construction in International Cooperation Section (G230) assumes this function, thereby ensuring and documenting the technically appropriate and cost-efficient use of the funds in line with budgetary principles.

The recipient of the funding shall make available to GIZ an **Implementation Concept** in German, English or French.The implementation concept provides the following information:

* Who will execute the planning and implementation phases that build on each other (identification of basic requirements – preliminary planning – design planning – building approval – detailed design – tender procedure – contract award – construction supervision – documentation)
* What specialist expertise is available in these phases
* How the funding recipient will professionally supervise these phases
* Who is to be the future beneficiary of the construction measure and how will the operation and maintenance of the buildings and/or facilities be ensured after completion
* What is the rough cost estimate that is used as a basis
* The potential execution risks, their nature and what countermeasures are taken
* Time frame
* Acceptance formalities (taking over /handing over)

Written approval of the implementation concept must be obtained from GIZ prior to *commissioning the planner / inception of the preliminary design process[[3]](#footnote-3)*.

The planner (and construction supervisor) shall be chosen and commissioned in agreement with GIZ.

1. Please provide a registration certificate and the organisation’s statute. [↑](#footnote-ref-1)
2. In case you plan any construction measures, you need to consider **Annex 1**. Please answer in a separate document. [↑](#footnote-ref-2)
3. Delete as applicable. [↑](#footnote-ref-3)